



## **The Child Abuse Prevention Center Seeks a New Director of Advancement**

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[The Child Abuse Prevention Center](#) is a state, national and international training, education, research, and resource center dedicated to strengthening children, families, and communities. Known as the CAP Center, the organization has a 39-year history of preventing child abuse, neglect and abandonment through four core strategies: Education, Advocacy, Health, and Safety.

The CAP Center is home to five unique agencies: [The Child Abuse Prevention Council of Sacramento](#), [California Family Resource Association](#), [Prevent Child Abuse California](#), [Lift the Children](#), and the [Child Abuse Prevention Center Political Action Committee](#). Although governed by a single board of directors, each organization takes a different but complementary approach to preventing child abuse.

### **POSITION SUMMARY**

Under the direction of the President & CEO, the Director of Advancement will manage all aspects of fund development. Serving as a frontline fundraiser, the Director has broad responsibility to increase the unrestricted and program funds available to allow the CAP Center to pursue its mission. The Director will engage with the Board of Directors, CAP Center staff, current donors and the community to raise philanthropic support for the CAP Center through individual and corporate giving, sponsorships, and naming opportunities. This is a full time position based in Sacramento County.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Fund Development (85% time)**

- In consultation with the President & CEO, sets fundraising goals, strategies and timelines, and meets or exceeds those goals.
- Directly solicits donors for unrestricted funds and sponsorships with naming opportunities.
- Manages a portfolio of individual donors from major gifts to entry-level giving.
- Establishes and nurtures relationships with a broad array of corporations for the purposes of sponsorships of events, activities, programs, and services.
- Develops and oversees the execution of ongoing stewardship of existing and new donors at all levels.
- Develops an engagement plan for donors including communication methods, timeframes, and anticipated results.
- Uses effective prospect research techniques to identify potential donors.
- Effectively identifies and collaborates with entities that conduct charitable events to position the CAP Center as the beneficiary of these events.
- Engages the board in all aspects of fund development, providing ongoing feedback, and assisting with stewardship of the board.
- Builds a culture of philanthropy among the staff, seeking to mobilize and engage them in events, communications and volunteerism. Coordinate workplace employee giving campaigns.
- Develops strategies to integrate the CEO's 20<sup>th</sup> anniversary and organization's 40<sup>th</sup> anniversary.
- Leads a committee of colleagues to develop a statewide signature fundraising event/approach.

- Assists in overseeing gift records, donor files, gift processing, and management of the donor database system. Creates reports that reflect donor activity and progress towards goals.
- Reviews the efficiency and budget of current and planned fund raising activities to ensure the most cost effective approach.

### **Community Relations (15% time)**

- Establishes and maintains relationships and collaborations with community groups, funders, and other organizations to help achieve the goals of the CAP Center.
- Communicates with the Leadership Team and Board of Directors to keep them informed of and to identify changes in the community served by the CAP Center.
- Interacts with corporations to generate new board members, engage in public relations and increase name recognition for the CAP Center.
- Represents the CAP Center at community events, relevant conferences/meetings, and networking opportunities to raise the organization's profile, identify new prospects and cultivate stakeholder relationships.

## **QUALIFICATIONS**

### **Education and Experience**

- Bachelor's degree
- At least three years of successful fund development experience with a quantified track record of meeting or exceeding fundraising goals and objectives
- Direct experience and success in face-to-face gift solicitation from individuals and corporations
- Strong track record with prospect research and outreach
- Experience planning and executing donor cultivation and stewardship events

### **Skills and Abilities**

- Strong writing, editing, and proofreading skills.
- Excellent organizational skills and the ability to be a self-starter, setting priorities and managing multiple tasks in an efficient manner.
- Excellent verbal, written, and interpersonal communication skills.
- Ability to develop, plan, and implement short-, mid- and long-range goals.
- Intermediate knowledge of MS Word, MS Excel, Outlook, and fundraising database program(s).
- Ability to develop and maintain record keeping systems and procedures; strong attention to detail.
- Ability to maintain a professional and confidential work environment.
- Ability to work in a fast-paced environment and to adapt easily to change.
- Ability to establish and maintain good working relationships both internally and externally.
- Ability to work collaboratively with individuals and a team with diverse economic, social, educational and cultural backgrounds.
- Ability to deal with highly emotionally people in a professional and courteous manner.
- Ability to effectively coordinate and facilitate meetings and trainings.
- Ability to deal with complex situations and to collaborate effectively with personnel in order to provide timely and effective problem identification and resolution.
- Ability to read, write, speak, and understand the English language.
- Ability to operate office equipment such as fax machine, postage meter, copy machine.
- Basic mathematics including addition, subtraction, division and multiplication.

### **Requirements of Employment**

- Must be available to work a flexible schedule, which may include day, evening, night, or weekend hours.
- Must possess a valid California Driver's License, a reliable automobile and auto insurance.
- Must be able to travel between sites and to offsite events as needed.
- Must pass a criminal background check from the Department of Justice.

## **COMPENSATION**

The position offers a competitive salary plus benefits, and is dependent on background and experience.

## **TO APPLY**

**Please send resume, cover letter, and salary history to:**

The Child Abuse Prevention Center

Attn: Human Resources

4700 Roseville Road

North Highlands, CA 95660

Fax: 916-244-1905

E-mail: [jwarren@thecapcenter.org](mailto:jwarren@thecapcenter.org)

**The position is open until filled.**

*The **Child Abuse Prevention Center** does not discriminate on the basis of race, color, national origin, sex, age, political affiliation, sexual orientation, disability and/or religion. Reasonable accommodations may be provided upon request. If you are a person with a disability and you would like to request an accommodation, please contact: Human Resources at 916-244-1900.*